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12 April 1966

TO :

FROM : Chief, Records Administration Staff, DDS

SUBJECT: Special File Equipment Exhibit

1. You are invited to see an entirely new concept in Filing equipment known as "FULL SPACE" on Thursday, 21 April 1966 at _____ in Room 911 Magazine Building.

2. This is mobile shelf type equipment. It is particularly suitable for records but it is being used successfully in libraries and stock-rooms. Maximum efficiency in office space is possible because the units move readily on tracks and, therefore, aisle space is reduced to a bare minimum. The manufacturer's representative will demonstrate the equipment and answer questions. Allow about one hour for this meeting.

3. I suggest that you invite anyone who has a space problem concerned with records, supplies, books or phamplets. Please let us know not later than 4:00 PM Tuesday, 19 April how many will come. A special bus will leave from the Tunnel Entrance at Headquarters Building at 10;10 AM and return from the Magazine Building at 11;40 AM.

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